

# Annual Tribal Child Support Budget Checklist

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Federal Fiscal Year: \_\_\_\_\_

**DUE ON OR BEFORE AUGUST 1**

Tribal IV-D Agency Name: \_\_\_\_\_

Budget Developer Name: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

FFY BUDGET CHECKLIST	Yes	N/A
1. COVER LETTER (RECOMMENDED)		
2. COVER SHEET (OPTIONAL)		
3. TABLE OF CONTENTS (OPTIONAL)		
4. <a href="#">STANDARD FORM (SF) 424</a> “APPLICATION FOR FEDERAL ASSISTANCE”		
5. <a href="#">STANDARD FORM (SF) 424A</a> “BUDGET INFORMATION – NON-CONSTRUCTION PROGRAMS”		
6. QUARTER-BY-QUARTER ESTIMATE OF EXPENDITURES		
7. BUDGET JUSTIFICATION NARRATIVE (confirm details match 424A)		
8. SUPPORTING DOCUMENTATION AS ATTACHMENTS:		
<b>Examples:</b>		
• Current Indirect Cost Rate Agreement (and/or request for a current one)		
• Statement certifying that the tribe can meet non-federal share of the budget		
• Contracts (i.e., MTS, other IT services, consultants, laboratory, etc.)		
• IT specifications (computers, servers, etc., if applicable)		
• Waiver Request (if applicable)		
• Other documentation as applicable:		
• Examples: rent or lease agreements; GSA vehicle lease agreements; claimed costs for building maintenance or insurance		

For additional details, including citations please go to Addendum 2 beginning on page 22 of the [Tribal Child Support Budget Packet](#). A version of this checklist is also included in the Tribal Budget Excel Workbook, Tab-3.